



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

SENIOR CONTRACT COMPLIANCE OFFICER

PN# 110509

Department of Public Works & Engineering

Public Utilities Division

Operations Support Branch

611 Walker*

M – F, 8:00 a.m. – 5:00 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Conducts on-site interviews with City contractors, vendors, service suppliers, and their employees and references, to monitor compliance with contract regulations. Audits contractors’ payroll, financial statements and tax records to verify compliance with contract regulations. Compiles data and prepares regular and periodic reports as requested. Disseminates information about program requirements through workshops, seminars, and telephone and office walk-in inquiries. Provides technical assistance to Contract Compliance Officers as requested. Reviews and records final clearance in accordance with Labor Compliance Standards.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Public Administration, Liberal Arts, or related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One year of responsible, professional administrative experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

None

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 18

\$ 1,042 - \$1,480 Biweekly

\$ 27,092 - \$38,480 Annually

18 **OPENING DATE**

May 17, 2006

19 **CLOSING DATE**

May 31, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer